Government of Saskatchewan

Annual Report 1989-90

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Saskatchewan Urban Affairs

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Letters of Transmittal

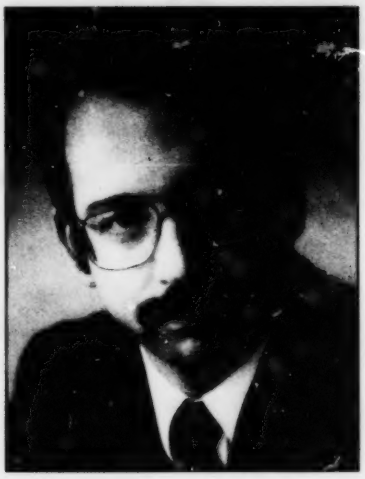
The Honourable Sylvia Fedoruk, O.C., S.O.M.
Lieutenant Governor
Province of Saskatchewan

Madam:

I have the honour of submitting the annual report of the Department of Urban Affairs for the year ending March 31, 1990.

Respectfully submitted

Jack Wolfe
Minister of Urban Affairs



Hon. Jack Wolfe

The Honourable Jack Wolfe
Minister of Urban Affairs
Regina, Saskatchewan

Sir:

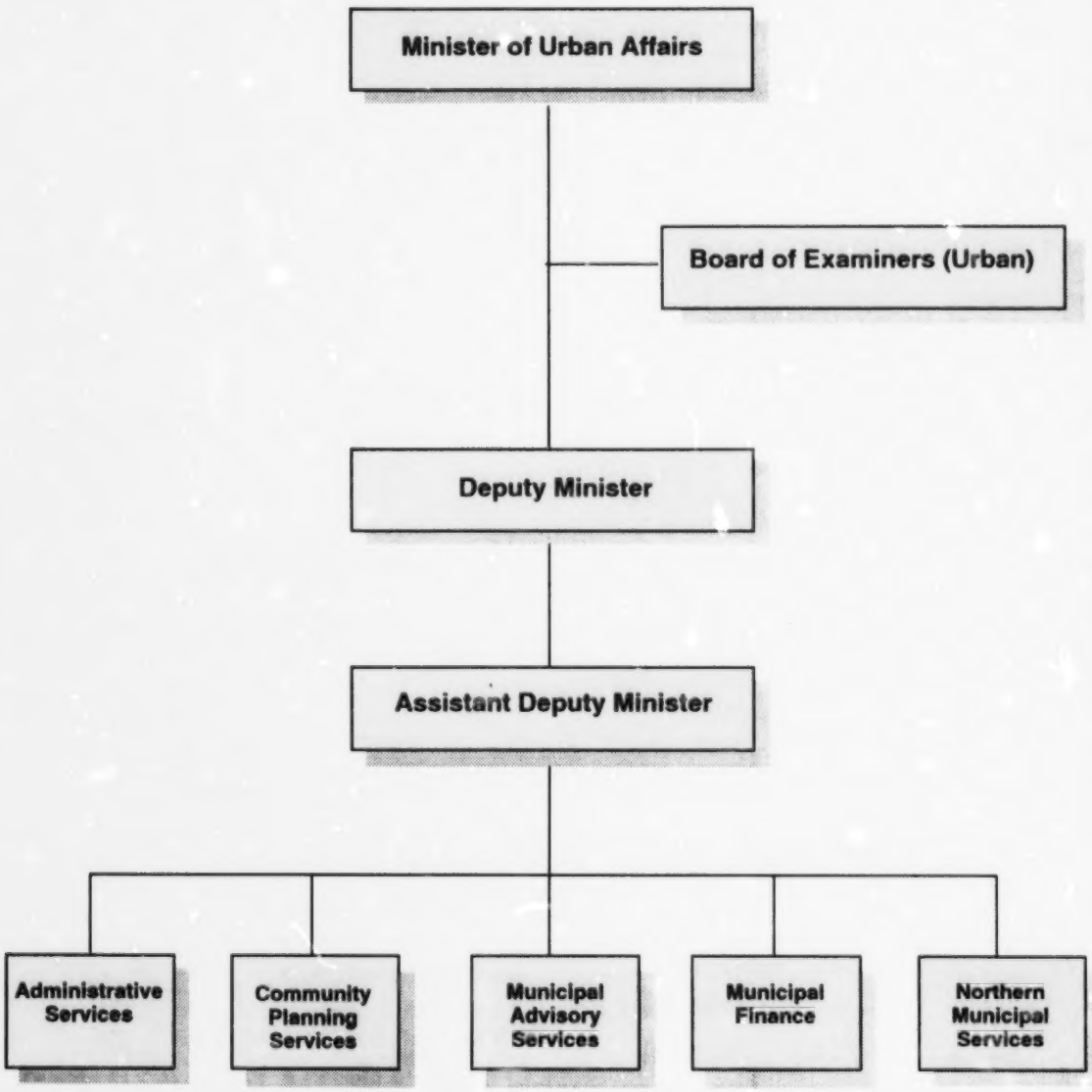
I have the honour of submitting the annual report of the Department of Urban Affairs for the year ending March 31, 1990.

Respectfully submitted

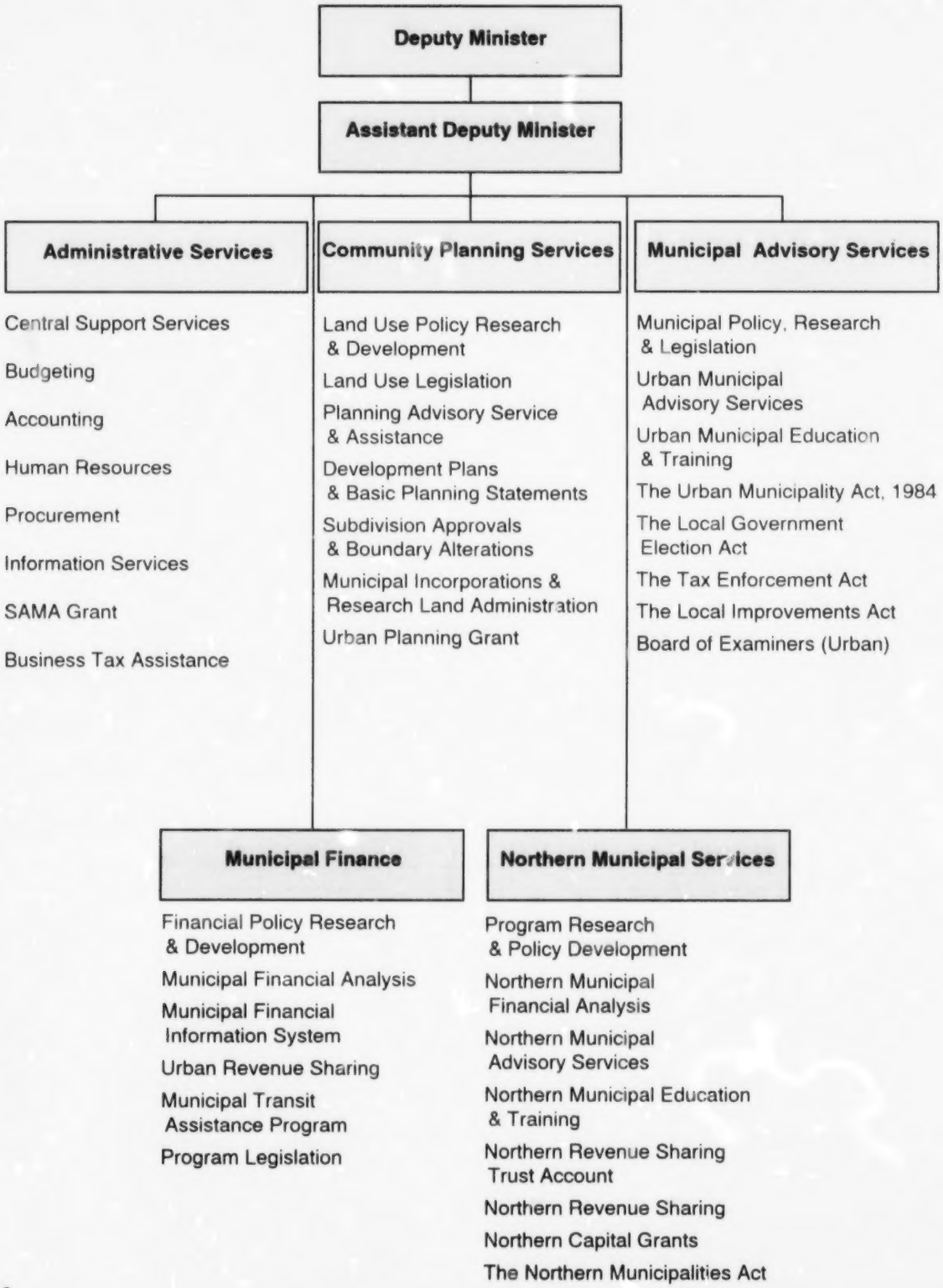
D. M. Innes
Deputy Minister of Urban Affairs

D.M. Innes

Organization Chart



Department Branches and Programs



Deputy Minister's Message

The challenge of maintaining and supporting a workable system of urban and northern government within the province continued in 1989-90. Demand for increased government accountability, both provincially and municipally, and the need for improved services at a lower cost, continued to be high priorities with the public. The department met many of these challenges during the year and continues to explore areas of improvement.

Service Highlights:

- The Province began the transfer of provincial crown lands in northern communities to local municipal government.
- Amendments to **The Planning and Development Act, 1983** clarified the subdivision approval process, removed the requirement for Ministerial approval of zoning bylaws, and provided for the transfer of public reserve lands to municipalities.
- A Ministerial Advisory Committee was established to review Local Election Financing with a view to proposing legislative changes regarding campaign contributions and advertising on bylaw votes.
- A new manual on Tax Enforcement Procedures was prepared and distributed to municipalities and land titles offices.
- Municipal public accounts were prepared and published in 1989-90 for the 1988 financial year by Saskatchewan cities for the first time.

Program highlights:

- Introduction of the Municipal Capital Program, providing $25 per capita to towns, villages and small cities for six years; payments totalling $7.5 million were made to 44 municipalities and 239 projects were approved.
- Provision of $67 million in revenue sharing grants to urban municipalities.
- Provision of $5.7 million in revenue sharing and $1.5 million in capital grants to northern municipalities.
- Provision of $1.8 million in transit grants for seven cities and two towns.
- Provincial assistance to reduce local government business taxes was implemented. A total of $6,838,000 in rebates was paid to 18,660 businesses.

These accomplishments would not be possible without a dedicated and committed department staff. We thank them for their efforts in helping us achieve our goals and objectives during the past year.

We also thank the various municipal interest groups such as the Saskatchewan Urban Municipalities (SUMA) and the Urban Municipal Administrators' Association of Saskatchewan (UMAAS), and the Provincial Association of Resort Communities of Saskatchewan (PARCS) for their feedback and input on program development. In this way we are able to tailor our programs to meet the specific needs of the municipal sector.

Department Goals

Mission Statement

To support and maintain a viable system of urban and northern municipal government within the Province, by providing a legal framework and administrative, financial and technical assistance to urban and northern municipalities, assisting them in meeting the needs of their residents for local services and facilities.

To ease the burden of local government business tax on the business community as an interim measure until local governments are able to permanently reduce business tax levels.

Goals:

- To maintain a legislative framework that meets the changing needs of urban and northern governments;
- To establish and maintain a framework of financial programs that assists urban and northern municipalities with the cost of services and facilities to their residents and reflects the changing fiscal circumstances of local governments and the province;
- To support and enhance the administrative and decision- making capabilities of urban and northern municipalities in the conduct of their affairs;
- To provide a planning service including subdivision approval, directly to the public on behalf of those urban and northern municipalities that do not currently possess the resources to provide the service;
- To develop policies and strategies to implement the government's objectives relating to urban and northern municipalities;
- To inform, advise and consult with urban and northern municipalities and the public on legislation, regulations, procedures and policy alternatives; and,
- To provide a climate within the department conducive to professional productivity, growth and creativity.

Administrative Services

Mission Statement

To provide service and support in the direction, co-ordination and control of the centrally-administered functions of financial and asset management, human resource planning and development, and information processing for the department.

The branch also administers the grant to the Saskatchewan Assessment Management Agency and the Business Tax Assistance Program.

Financial Management

Goal: To provide effective financial management service and support in the areas of accounting, budgeting and expenditure/revenue control in accordance with government, department and central agencies guidleines and directives.

During 1989-90 the branch processed payments for the department totalling $ 100.3 million and received revenues of $ 1.5 million.

Asset Management

Goal: To provide effective asset management, service and support of the procurement and maintenance of office supplies, equipment and space, and the department's vehicle fleet.

In 1989-90 the branch was responsible for the management of office supplies, equipment and space for five office locations: Regina, Saskatoon, Prince Albert, La Ronge and Buffalo Narrows.

The branch was also responsible for the mangement of 14 CVA vehicles in the department for a total mileage of 252,910 km.

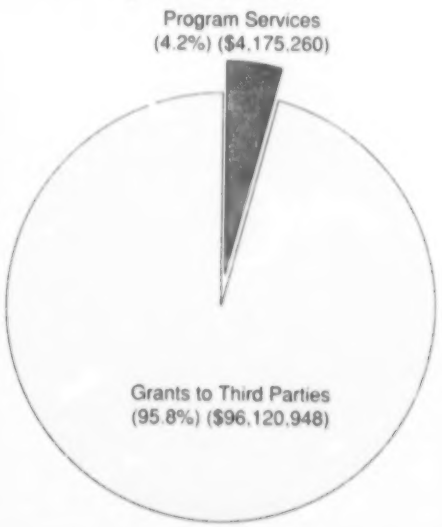
Human Resources

Goal: To provide effective human resource management, service and support in the areas of personnel/payroll policies and procedures administration, interpretation and implementation of the collective agreement and public service regulations, and staffing, classification, performance evaluation and management/employee relations.

During the year there were 75 permanent and 2.8 non-permanent positions in the department for a total of 77.8 person years.

Saskatchewan Urban Affairs

Percentage Allocation of Department Expenditures for 1989-90 ($100,296,208)



Percentage Allocation of Department Revenues for 1989-90 ($1,463,923)

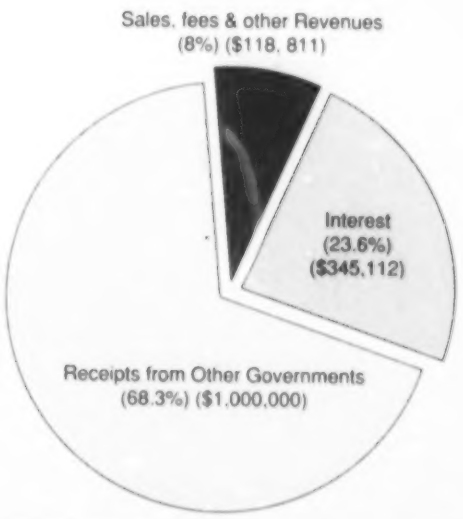


Table No.1

Branch	Permanent	Non-Permanent	Total
Executive Administration	8.0	-	8.0
Administrative Services	7.0	.7	7.7
Municipal Finance	12.0	.5	12.5
Community Planning Services	29.0	-	29.0
Municipal Advisory Services	8.0	1.0	9.0
Northern Municipal Services	11.0	.6	11.6
Total	**75.0**	**2.8**	**77.8**

Information Services

Goal: To manage the requirements for the department's external communications needs in accordance with department and government guidelines and policies.

During the year the Information Services Unit produced the following publications for distribution to municipal officials and, on request, to members of the public:

- "Municipal Scene" - a periodic newsletter on the programs and policies of the department.
- 1990 Municipal Directory - a directory listing of the more than 800 urban, rural and northern municipalities and their elected officials.
- 1990 Municipal Calendar - a calendar of administrative deadlines and statutory requirements.
- 1989 edition of Provincial Financial Assistance and Services for Local Government.

This unit also arranges for the printing of material for other branches and prepares news releases on new programs and policy directions.

Table No. 2

1989-90 Expenditures

Program Services		$ 4,175,260
Grants to Third Parties		96,120,948
		$ 100,296,208

Program Services:

Administration		$ 1,237,647
Municipal Finance		470,391
Community Planning Services		1,088,323
Northern Municipal Services		513,875
Municipal Advisory Services		346,551
Saskatchewan Property Management Corporation		475,055
Members of the Executive Council		43,417
		$ 4,175,260

Grants to Third Parties:

Urban Revenue Sharing		
General	$66,685,080	
Fire	295,492	$ 66,980,572
Local Studies and Research		12,522
Municipal Transit Assistance Program		1,806,126
Northern Revenue Sharing		5,252,700
Saskatchewan Assessment Management Agency		7,299,700
Community Planning Grants		17,972
Business Tax Assistance Program		7,251,665
Municipal Capital Program		7,499,691
		$ 96,120,948

Community Planning Services

Mission Statement

To provide an effective framework for land use management at the provincial and local level and to enhance the planning capability of urban and northern governments for the benefit of their residents by providing community planning services, advice and assistance to those governments and the public.

Legislation

Goal: To maintain a legislative framework for effective land use management.

Goal: To efficiently administer legislation and regulations.

The Community Planning Services Branch is responsible for **The Planning and Development Act, 1983, The Municipal Expropriation Act,** and sections of **The Urban Municipality Act, 1984** and **The Northern Municipalities Act** related to annexations, incorporations and status changes.

The branch also administers The Subdivision Regulations providing an approval and advisory service to the general public, developers and local municipal governments in the development of land.

The administration of legislation and regulations involved the branch in the review and approval of Development Plans, Basic Planning Statements, Zoning Bylaws; applications for annexations, incorporations and status changes; and expropriation proposals in urban municipalities.

The branch issued decisions on all subdivisions in most urban municipalities, in the two Qu'Appelle Valley planning districts and in Northern Saskatchewan. Nine cities have been delegated subdivision approval authority and can decide on subdivision applications within their boundaries.

Pending approval of new regulations to allow the transfer of the ownership of dedicated lands to the municipalities, the branch continued the administration of The Dedicated Lands Regulations under the planning legislation. At present the titles of public reserve lands are in the name of the Crown. Reserves are then leased to local authorities for school, recreational, parks and other public uses.

At the request of local governments, the Minister may exchange, sell or alter the boundaries of reserves.

In 1989-90 the branch prepared amendments to **The Planning and Development Act, 1983** to further enhance urban municipal autonomy in community planning and development matters. The Bill to enact these amendments is scheduled for introduction in the spring, 1989 session of the legislature.

Planning Advisory Services

Goal: To provide planning service assistance and advice to local governments and to the public.

In meeting this goal, the branch staff provided professional and technical planning assistance to municipalities, developers and the public on land use matters and the development of appropriate planning tools. Assistance was provided from offices located in Prince Albert, Regina and Saskatoon.

Approximately 229 visits were made by branch staff to communities of various sizes. Staff members were available during these visits for general advisory consultations. They also met frequently with councils and urban administrators on specific planning programs or issues.

Also 244 existing public reserve sites were visited to check the existing land use of such sites, in preparation for the transfer of public reserve land ownership from the province to the municipalities. This transfer will be completed during 1990-91.

The chart on the following page shows the branch achievements in the planning advisory role during the 1989-90 fiscal year.

The branch reviewed and commented on subdivision applications and other matters of intermunicipal interest referred by the Community Planning and Development Services Branch in Saskatchewan Rural Development. During the year branch staff reviewed 174 referrals. The two Corporate Planning Districts in the Qu'Appelle Valley continued to receive planning advice from branch staff.

Table No.3

Project		Approvals	Refusals
Development Plan:	Bylaw	Nil	
	Amendments	6	
Basic Planning Statements:	Bylaws	10	
	Amendments	4	
Zoning:	Bylaws	14	
	Amendments	169	
Subdivisions:	Applications	343	
	Reapprovals	1	
	Referrals	177	
	Lots created	1,045	
Municipal Boundary Alterations:	Cities	3	
	Towns	13	
	Villages	13	
Municipal Incorporations:	Status Changes	1	1
	Name Change	Nil	
	Expropriations	Nil	
Public Reserves:	Easements	57	
	Land Exchange	2	
	Leases	11	
	New Reserves	46	
	Others	135	

In addition to serving as a review agency, the Prince Albert office provided detailed planning and development advice to northern municipalities. Since most of the land in and around northern communities is Crown-owned, the Prince Albert office has taken a lead role in assisting northern municipalities in creating and developing new subdivisions.

The branch continued to identify suitable Crown lands, within the boundaries of northern municipalities, for transfer to the municipalities for future developments.

Planning Policy and Special Projects

Goal: To remain current in the latest planning policy developments and to facilitate the implementation of new planning initiatives of the department/branch.

The branch completed the preparation of a guide on the subdivision approval process as a part of its training and information material on community planning processes and procedures for municipal officials. As part of its training program, eleven training workshops were conducted in various centres of the province on the enhanced autonomy of municipal councils under the new amendments to **The Planning and Development Act, 1983.**

The branch also reviewed and provided comments on all public and private development projects referred by Saskatchewan Environment and Public Safety under the Environmental Impact Assessment process.

During 1989-90, seven new towns and villages had their Urban Planning Grants approved. The purpose of this grant program is to assist small urban centres to carry out community planning work through private planning consultants. The Urban Planning Grant Program ended on March 31, 1990.

Municipal Advisory Services

Mission Statement

To support and assist local governments in meeting their administrative and governing responsibilities within the context of provincial legislation.

Advisory Services

Goal: To assist and support urban municipal governments in meeting their legal, administrative and fiscal obligations by providing advisory services to appointed and elected municipal officials.

Staff monitor the operations of urban municipal governments to ensure they are consistent with provincial legislative and regulatory initiatives; and to protect the public/provincial interest in urban governments.

Problems and procedures relating to legislative, accounting and general administration were resolved on a daily basis by staff who handled approximately 5,660 telephone inquiries and 930 written inquiries largely from urban municipal clerk/ administrators. Staff attended eight meetings with councils and inspected 108 urban municipal office during the past year.

In addition, to foster and encourage effective municipal administration, a series of workshops was held for appointed and elected municipal officials. During the past year, 12 workshops were held on council meeting and financial statement procedures.

During the course of regular visits to municipal offices, advisory staff inspected and evaluated the performance of urban municipal administrators for certification by the Board of Examiners. In 1989-90, 20 certificate inspections were conducted on behalf of the Board of Examiners.

Advisory staff also assisted in conducting public meetings and votes of electors required by statute for the incorporation of hamlets into villages and resort villages.

Policy and Legislative Services

Goal: To update and maintain an appropriate legislative, regulatory and policy framework for effective and efficient urban municipal government.

The Municipal Advisory Services Branch is responsible for a number of statutes that provide enabling powers for more than 500 urban municipalities:

The Urban Municipality Act, 1984 and its regulations.
The Local Government Election Act and its regulations.
The Controverted Municipal Elections Act
The Tax Enforcement Act
The Local Improvements Act
The Municipal Expropriation Act
The Time Act
The Lloydminster Municipal Amalgamation Act

Branch staff consult with numerous departments on other legislation that directly affects urban municipalities. Consultation also takes place with local government organizations on a regular basis regarding existing legislation and the need for amendments to municipal statutes.

During the fiscal year major amendments were made to **The Urban Municipality Act, 1984**, the key act stipulating municipal powers and duties. The branch also participated in an interdepartmental review of assessment legislation for urban, rural and northern municipalities and school divisions.

A Ministerial Advisory Committee was also established to review Local Election Financing and to recommend changes to local election legislation.

Regulations were enacted under **The Urban Municipality Act, 1984** respecting dangerous dogs, tax discounts and tax exemptions. The branch is also responsible for the Board of Examiners' regulations pursuant to **The Department of Urban Affairs Act.**

This branch exercises a lead role in the preparation of reports, option papers, briefing material and correspondence on topical urban issues such as store hours and tax exemptions. This activity often culminates in new and revised legislation and regulations in these policy areas.

Branch responsibilities include advising senior management and the minister on the authority and responsibilities of urban municipalities. The branch assesses and develops proposals to increase the effectiveness of local government.

Staff was also involved in various inter-departmental legislative review initiatives regarding building standards, health clinics and senior citizen housing.

Extension Services

Goal: To promote efficient and effective urban municipal administration by providing educational and reference materials for urban municipal officials.

In 1989-90 a new Tax Enforcement manual was completed and distributed to urban municipalities and to land titles offices.

In addition, work began on other manuals for local government officials. A Local Improvements manual was drafted for use by urban administrators. Consultation and research continued on a Bylaw Preparation and Procedures manual.

Urban Municipal Bulletins on legislation and key municipal administration procedures were prepared and distributed to cities, towns and villages.

Effective urban municipal government was promoted through liaison and joint projects with other government departments or agencies (e.g. interdepartmental initiatives respecting pest control, resort communities, emergency measures and tax enforcement).

Liaison and consultation on a number of issues took place with municipal interest groups (e.g. Saskatchewan Urban Municipalities Association, Urban Municipal Administrators' Association of Saskatchewan, Provincial Association of Resort Communities).

Municipal Finance

Mission Statement

To encourage the financial health of urban municipalities by providing financial assistance and a policy and legal framework that is responsive to changing needs and conditions, that assists municipalities in addressing the service and facility needs of their residents, and that promotes municipal efficiency, responsibility and accountability.

Program Administration and Policy Analysis

Goal: To provide policy/financial analysis and effective and efficient administration of financial programs directed to urban municipalities.

During the year the branch was responsible for the following financial programs:

- Urban Revenue Sharing
- Municipal Capital Program
- Intermunicipal Programs
- Urban Transit Program
- Business Tax Special Recognition
- Downtown Revitalization

The branch undertakes policy analysis and prepares reports and recommendations relating to various local government issues such as: financial program design, municipal infrastructure, municipal accountability, municipal taxation, amendments to **The Urban Municipality Act 1984**, economic development, tax exemptions, assessment, municipal productivity and resolutions from the Saskatchewan Urban Municipalities Association (SUMA).

The branch carried out financial analysis of individual municipalities' financial problems, and requests for funding assistance or special financial consideration, and provides the government with recommendations in this respect. Some examples include financing of different types of municipal facilities such as lagoons, roads, recreation facilities and water supply.

Urban Revenue Sharing

Revenue sharing is a program under which the provincial government transfers a part of its revenues to municipalities.

The branch is responsible for the planning, policy analysis, and administration of the Urban Revenue Sharing Program. This includes unconditional grants and conditional intermunicipal programs.

During 1989-90, a committee consisting of the executive of the Saskatchewan Urban Municipalities Association (SUMA) and staff of the department continued the practice of reviewing the Revenue Sharing Program.

The relative amounts of the components of Urban Revenue Sharing are:

Table No. 4

	1987-88	1988-89	1989-90
Unconditional	$66,112,824	$66,705,179	$66,685,080
Fire Protection	293,321	292,220	295,492
Recreation	190	-	-
Total	**$66,406,335**	**$66,997,399**	**$66,980,572**

Distribution Formula for Unconditional Revenue Sharing

The basic, per capita, and foundation grant components of Urban Revenue Sharing are unconditional and a municipality is free to use these funds according to its priorities. These grants account for approximately 99 per cent of the total revenue sharing pool.

For 1989-90 the overall level of operating assistance, or size of the pool remained at the 1988-89 level. Steps were taken to ensure that no community received a decrease of more than five per cent in revenue sharing funding. Increased provincial funds were provided to cover this safety net. Without this modification, 215 communities would have faced deeper reductions, some as much as 20 per cent.

The basic grant is payable to all urban municipalities and is of considerable importance to very small communities. During the year under review a total of $1,647,100 was paid to municipalities in basic grants.

Population	Grant
0-149	$2,700
150-299	3,300
300-499	3,700
500-3,999	3,500
4,000+	3,100

A uniform per capita amount of $51.46 per resident was also paid based on Health Insurance Registration (HIR) adjusted 1986 census population data. During the year under review a total of $38,070,520 was paid to municipalities in per capita grants.

The foundation grant is intended to help equalize the ability of comparable communities to provide an average level of services. Approximately 95 per cent of urban municipalities receive a foundation grant. During the year under review a total of $26,491,761 was paid to municipalities in foundation grants. The balance of the unconditional revenue sharing payments was the value of the -5 per cent safety net.

Conditional Intermunicipal Programs

The Intermunicipal Fire Protection and Intermunicipal Recreation Programs are conditional grants under revenue sharing which provide per capita assistance for the provision of fire protection and recreation services. They are intended to stimulate intermunicipal co-operation. The branch continues to administer the fire program for delivery to urban and rural municipalities and the recreation program to rural municipalities.

Intermunicipal Fire Protection Program

A municipality that enters into a written agreement with one or more urban or rural municipalities to provide fire protection services on a co-operative basis is eligible for funding under this program. For the year March 31, 1990, 401 urban municipalities and 280 rural municipalities participated in the program.

Grants were calculated on the basis of $1 per capita based on the 1986 federal census up to a maximum of $10,000. Grants paid were as follows:

Table No. 5

	1987-88	1988-89	1989-90
Urban Municipalities	$293,321	$292,220	$295,492
Rural Municipalities	213,842	208,744	212,459
Total	$507,163	$500,964	$507,951

Intermunicipal Recreation Program

Rural municipalities entering into a written agreement with one or more urban or rural municipalities to share operating and maintenance costs of recreation facilities are eligible for funding. Recreational facilities are defined in the broad sense to include facilities for sports, arts, culture, and leisure-time activities.

The grant is the lesser of 50 per cent of actual expenditures made by a municipality with respect to an agreement, or a per capita amount, based on the 1986 federal census, of $1 per capita, plus a basic grant of $100. This is paid annually to each municipality in the program. Grants paid were:

Table No. 6

	1987-88	1988-89	1989-90
Urban Municipalities	$ 190	$ 0	$ 0
Rural Municipalities	186,267	182,564	191,032
Total	$186,457	$182,564	$191,032

For the year ending March 31, 1990, 216 rural municipalities were participating in the program.

Urban Transit

The branch provided policy advice and administered financial assistance for urban transit. Under the Municipal Transit Assistance Program payments amounting to $1.8 million were made to seven cities and two towns to assist with the operation of public transit. Operating assistance consists of per capita grants.

Urban Parks

Responsibility for administering financial assistance to the Meewasin Valley Authority in Saskatoon, the Wakamow Valley Authority in Moose Jaw, the Wascana Centre Authority in Regina and the Chinook Parkway in Swift Current was transferred early in 1989-90 to Saskatchewan Parks and Renewable Resources. The branch provided advice and assistance during and after the transition.

Downtown Revitalization

During the fiscal year the Province provided $668,030 to assist the City of Prince Albert to service the debenture debt incurred for the assembly of land used for the construction of land used for the construction of the Prince Albert Gateway North Plaza.

Repayment of those funds is intended to occur over time as revenues to the City of Prince Albert from this project increase. The branch participated on the planning committee of the Mayor's Task Force on South Downtown in Saskatoon and provided advice to the Saskatchewan Property Management Corporation and the Saskatchewan Economic Development Corporation on this project.

Municipal Capital Program

A new six-year, $75 million Municipal Capital Program for urban municipalities was introduced in 1989-90. Payments totalling $7.5 million were made to 44 urban municipalities in 1989-90 and 239 capital projects were approved.

Business Tax

Provincial assistance to reduce local government business taxes was implemented in 1989-90. The branch carried out research and consultations to help design this initiative.

The branch prepared **The Business Tax Assistance (Urban and Northern) Regulations** and **The Business Tax Assistance (Rural) Regulations** to provide authority for payment of business tax rebates to businesses for 1989, 1990, and 1991. The branch also assisted in preparing program materials.

Besides providing business tax assistance to business, the government also met its commitment to specially recognize urban and rural municipalities which on their own initiative reduced or eliminated business taxes in 1988. The branch prepared **The Business Tax Assistance (Special Recognition) Regulations** for this purpose and administered payments of 50 per cent of 1988 business tax reductions to those municipalities and affected school divisions.

Assistance to other Provincial Departments

Goal: To provide accurate financial information and effective advice and assistance to other provincial departments whose activities and initiatives financially affect urban municipalities.

The branch provides municipal financial information, policy and strategic advice to other government departments and agencies. This is available pertaining to specific programs, issues or other matters having a financial effect on urban municipalities.

Examples of this collaborative work include:

- Environment and Public Safety on municipal recycling pilot projects,
- various departments on the concept of community development bonds,
- Saskatchewan Property Management Corporation and the Saskatchewan Economic Development Corporation on the Saskatoon South downtown plan,
- Education on school division public accounts,
- Buy Saskatchewan Agency on the Municipal Capital Program,
- Justice on municipal policing costs,
- Finance on the impact of the GST (Goods and Services Tax) on municipalities,
- Saskatchewan Municipal Board on various municipalities' financial situations, and
- Saskatchewan Water Corporation on the Municipal Capital Program and various municipalities' utility needs.

Legislation

Goal: To maintain a framework of legislation and regulations consistent with the branch mission statement.

The branch administered the following acts during 1989-90:

The Municipal Revenue Sharing Act 1984 and its regulations,
The Industrial Towns Act and its regulations,
The Municipal Transit Assistance Regulations,
The Municipal Public Accounts Regulations,
The Municipal Capital Program (Urban Municipalities) Regulations,
The Business Tax Assistance (Special Recognition) Regulations, and
The Urban Loan Assistance Program Regulations.

The branch shared the responsibility for **The Urban Municipality Act, 1984** with the Municipal Advisory Services Branch.

The branch completed development of a new Local Improvements Act in 1989-90. The existing act was enacted in 1963 and has had only minor amendments since then. It is used by urban and northern municipalities in financing construction of local infrastructure that specially benefits nearby property. Introduction of this new act has been delayed due to a crowded provincial legislative agenda.

Lloydminster Charter

The branch is responsible for reviewing and evaluating submissions from the City of Lloydminster for various ministerial approvals required under **The Lloydminster Charter.**

Municipal Financial Reporting and Financial Information System

Goal: To have accurate and accessible municipal financial information which reflects both the current urban fiscal circumstances and recent changes.

The branch carries out a number of activities to ensure that accurate and up to date financial information on urban municipalities is available for program administration, policy analysis and financial evaluations.

Municipal Financial Reporting

The annual financial statements of all urban municipalities are reviewed to ensure legislative compliance and completeness. Ongoing communication is maintained with municipal auditors and administrators to ensure consistency and quality in financial information reported and to identify areas for improvement. Also current municipal budget and mill rate information is gathered and reviewed. Review of 1988 municipal financial statements was completed. These are the first statements submitted based on a new statement format introduced in 1988-89.

Financial Information System

All urban municipal financial information received is entered and stored in the departmental information system. This database is used in program and policy development, in Revenue Sharing grant calculations and in analysis of municipalities' financial positions.

Testing and implementation of a new financial information system were completed in 1989-90 with entry of data from the 1988 municipal financial statements.

Municipal Public Accounts

Municipal public accounts were prepared and published in 1989-90 for the 1988 financial year by Saskatchewan cities for the first time. These are required under a recent amendment to **The Urban Municipality Act, 1984**. The branch received and reviewed these reports which supplement the annual financial statements prepared by all urban municipalities.

Computer Support Services

Goal: To provide effective and timely computer support services to the department.

The branch provides computer support services to the department. Consultative and technical support on mainframe, microcomputer and word processing systems is provided. The branch also provides a liaison with other public and private sector agencies to ensure the smooth delivery of computer services. Responsibility for these services will be transferred to the Administrative Services Branch in 1990-91.

Northern Municipal Services

Municipal Advisory Services

Mission Statement

To support and maintain a viable system of northern municipal government in the province by regulating certain activities of northern local government councils and their employees to promote adherence to statutory requirements and by providing advisory and counselling assistance to northern local government elected and appointed officials and also to the public on northern municipal matters.

Goal: To assist northern municipalities to effectively perform their legislative and administrative responsibilities; to serve as administrator of ten northern settlements; to assist them in directing their current financial affairs and activities and in fostering their growth and development towards achieving autonomy as a northern hamlet if eligible.

During the year this section of the branch provided advice to northern local governments on a number of topics including municipal accounting, bylaw enactment, taxation and assessment, and other municipal topics. Major attention during the year under review was devoted to dissemination of information and training to northern local governments to improve their understanding of municipal government processes with particular emphasis on budgetary and financial procedures and responsibilities.

Advisory services continued in its role of administering the ten northern settlements. The locally-elected advisory committees exhibited growing maturity with a number of the northern settlements making advances towards autonomous status as northern hamlets. Worthy of note was the increased interest and participation displayed by virtually all local advisory committees in the budgetary and financial affairs of their communities.

Efforts of the municipal advisory services section are also directed towards assisting those communities that presently have autonomy as northern hamlets and northern villages in moving to a higher level of municipal status.

During the year under review, the Northern Settlement of Bear Creek was established effective April 1, 1989. On January 1, 1990, the Northern Hamlet of Cole Bay became a northern village joining 12 other northern municipalities having that status.

Those communities which, as a result of visitations and a review of their financial statements showed indications of deteriorating financial positions, were provided extra on-going advisory services to assist them in improving their financial position.

Significant improvement has been achieved in those situations exemplifying the importance of close and regular monitoring and support to northern local governments in the advisory services area.

A number of significant amendments to **The Northern Municipalities Act** were made during the 1989 Fall session of the legislature. Five centralized and eight individual community workshops were conducted to inform northern municipal officials of the changes to the Act.

In carrying out their duties, the advisory services staff made 450 community visits, travelled more than 130,000 km., primarily by air, and responded to 4,600 inquiries.

Municipal Financial Services

Mission Statement

To effectively and efficiently administer the operation of the Northern Revenue Sharing Trust Account and the branch's municipal operating and capital grants programs.

Goal: To provide a full range of municipal accounting services to northern municipalities and recreational subdivisions, and support municipal growth through conditional and unconditional grants.

Northern Revenue Sharing Trust Account

The Northern Revenue Sharing Trust Account functions along the lines of a large municipal office, with responsibility for municipal revenue and expenditure administration.

Through the Northern Revenue Sharing Trust Account, this section of the branch levies and collects municipal and school property taxes on all northern properties located outside the boundaries of the two towns and 13 northern villages. The trust account also receives all proceeds from the sale and lease of Crown land in the northern district. These constitute the trust account's major revenue sources.

Revenue collected on behalf of northern hamlets and school divisions are transferred to them for their administration. All revenues from northern settlements and municipal taxation from recreational subdivisions are administered by the trust account on behalf of these settlements and subdivisions. This includes application of these revenues to payment of their respective operating and capital requirements.

Unallocated revenues are retained in the account and are used to fund the Northern Capital Grants Program and to supplement funding under the Northern Revenue Sharing Grants Program.

Table No.7

Northern Revenue Sharing Trust Account
Summary of Taxes Levied and Collected

Taxes Levied	**1987**	**1988**	**1989**
Municipal	$600,292	$565,458	$608,020
School	1,019,127	1,115,510	1,269,764
	$1,619,419	$1,680,968	$1,877,784
Taxes Collected			
Municipal	$598,798	$525,008	$561,508
School	960,507	981,009	1,093,500
	$1,559,305	$1,506,017	$1,655,008
Tax Collections as a Percentage of Taxes Levied	96.3%	89.6%	88.1%

Table No.8

Northern Revenue Sharing Trust Account
Statement of Administrative Expenses
for the Year Ended December 31, 1989

Printing and Publications	$2,781
Materials and Supplies	3,279
Service Agreements	2,059
Freight	15
Advertising	145
Insurance	61
Other Fees and Services	985
SPRR Admin. Charges	$321,433
Total	**$321,758**

Table No. 9

Northern Revenue Sharing Trust Account
Statement of Grants Expenditure
for the Year Ended December 31, 1989

	Northern Revenue Sharing Grants	Northern Capital Grants
Towns		
Creighton	$234,702	$164,253
La Ronge	328,938	37,221
Northern Villages		
Air Ronge	163,825	82,685
Beauval	241,326	74,741
Buffalo Narrows	357,814	95,815
Cumberland House	328,215	6,364
Denare Beach	224,027	140,173
Green Lake	241,358	61,930
Ile a la Crosse	371,008	74,471
Jans Bay	108,358	6,927
La Loche	625,704	272,220
Pelican Narrows	262,964	79,221
Pinehouse	265,084	64,688
Sandy Bay	322,725	115,526
Northern Hamlets		
Cole Bay	89,317	20,717
Deschambault	146,407	56,056
Dore Lake	51,475	-
Michel Village	62,547	-
Missinipe	51,191	-
Patuanak	77,530	3,427
St. George's Hill	65,016	37,881
Southend	91,442	33,440
Stanley Mission	90,941	68,196
Timber Bay	107,678	26,846
Turnor Lake	105,288	18,222
Weyakwin	97,321	21,400
Wollaston Lake	97,321	21,400
Northern Settlements		
Bear Creek	43,204	17,755
Brabant Lake	72,137	-
Camsell Portage	44,603	8,154
Descharme Lake	43,449	14,378
Garson Lake	43,411	19,643
Kinoosao	52,987	3,538
Sled Lake	42,179	14,155
Stony Rapids	105,837	28,640
Sturgeon Landing	42,864	-
Uranium City	85,866	46,679
Flin Flon Boundary Agreement	16,267	-
Total	**$5,782,349**	**$1,729,723**

Northern Revenue Sharing Grants Program

Northern Revenue Sharing is a program in which the provincial government transfers part of its revenues to northern communities in the form of unconditional grants. These grants are comprised of two components: a per capita component that reflects the communities' populations; and a foundation component that raises revenues of northern municipalities to a level that allows them to provide services comparable to southern communities of equal size.

The formula also takes into consideration the higher costs of providing services in northern areas largely due to higher transportation costs. A supplementary amount is included in the foundation component to recognize costs associated with provision of water and sewer services.

Table No. 10

Northern Revenue Sharing Grants Paid

	1987-88	1988-89	1989-90
Towns	$537,048	$561,150	$563,640
Northern Villages	3,035,505	3,243,508	3,512,408
Northern Hamlets	1,162,381	1,315,647	1,113,497
Northern Settlements	502,798	536,695	576,537
Flin Flon Boundary Agreement	14,497	15,939	16,267
Total	**$5,252,229**	**$5,672,939**	**$5,782,349**

Northern Capital Grants Program

The Northern Capital Grants Program is a five-year, $6.3 million program that began January 1, 1988, to assist northern municipalities with constructing and upgrading municipal facilities and acquiring equipment.

Northern towns, villages, hamlets and settlements are eligible to receive approximately $250 per capita over the five-year term of the program.

The grant provides up to 90 per cent of the capital costs on approved projects and may be combined with other provincial or federal grants to maximize project opportunities.

The program is entirely funded from the general revenues of the Northern Revenue Sharing Trust Account.

Table No. 11

Number of Projects Funded	1987-88	1988-89	1989-90
Towns	21	9	9
Northern Villages	24	33	34
Northern Hamlets	25	14	22
Northern Settlements	4	5	19
Total	74	61	84
Grant Payments:			
Towns	$364,660	$89,263	$232,383
Northern Villages	468,452	1,157,298	894,856
Northern Hamlets	274,343	115,491	297,415
Northern Settlements	37,165	41,798	133,194
Total	**$1,144,620**	**$1,403,850**	**$1,557,848**

Board of Examiners

The Board of Examiners (Urban), appointed under the provisions of **The Department of Urban Affairs Act**, is responsible for issuing certificates of qualification to clerks, treasurers, and administrators of urban municipalities, and to others who qualify for these offices.

The board consists of three members. One member, who serves as chairman, is appointed from Saskatchewan Urban Affairs. One nominee is from the Saskatchewan Urban Municipalities Association, and one nominee is from the Urban Municipal Administrators Association.

As of March 31, 1990, the members of the board were:

Jean Lazar, Chairman
Wally L. Herman, Humboldt, representing UMAAS
Jim Mills, Elrose, representing SUMA.

The board secretary is Linda Barnes of Saskatchewan Urban Affairs.

During the year under review, the following transpired:

Class "D" - 6 certificates were issued,

Class "C" - 36 certificates were issued; 2 applications denied,

Class "A" - 9 certificates were issued; 8 applications denied.

Superior "A" - 2 applications were issued,

Administration Permits - 1 permit was issued,

Audit Authorizations - 1 audit authorization was issued.

Legislation Administered by Urban Affairs

Assessment Management Agency Act
Border Areas Act
Community Capital Fund Program Act
Community Planning Profession Act
Controverted Municipal Elections Act*
Cut Knife Reference Act
Department of Urban Affairs Act
Flin-Flon Extension of Boundaries Act, 1952
Gas and Electrical Rates (Public Corporations) Act
Industrial Towns Act
Lloydminster Municipal Amalgamation Act, 1930
Local Government Election Act
Local Improvements Act
Municipal Board Act
Municipal Debentures Repayment Act
Municipal Development and Loan (Saskatchewan) Act
Municipal Expropriation Act*
Municipal Improvements Assistance (Saskatchewan) Act*
Municipal Industrial Development Corporations Act
Municipal Reference Act*
Municipal Revenue Sharing Act*
Northern Municipalities Act
Northern Saskatchewan Economic Development Act
Planning and Development Act, 1983
Provincial Capital Fund Program Act
Saskatchewan Assessment Act
Tax Enforcement Act*
Time Act*
Urban Municipal Administrators Act
Urban Municipality Act, 1984
*Jointly administered with Saskatchewan Rural Development

Urban and Northern Municipalities by Type

Cities

Estevan
Lloydminster
Melfort
Melville
Moose Jaw
North Battleford
Prince Albert
Regina
Saskatoon
Swift Current
Weyburn
Yorkton

Towns

Aberdeen
Alameda
Allan
Arborfield
Arcola
Asquith
Assiniboia

Balcarres
Balgonie
Battleford
Bengough
Bienfait
Biggar
Big River
Birch Hills
Blaine Lake
Bredenbury
Broadview
Bruno
Burstall

Cabri
Canora
Carlyle
Carnduff
Carrot River
Central Butte
Choiceland
Churchbridge
Colonsay
Coronach
Craik
Cudworth
Cupar
Cut Knife

Dalmeny
Davidson
Delisle
Duck Lake
Dundurn

Eastend
Eatonia
Elrose
Esterhazy
Eston

Fleming
Foam Lake
Fort Qu'Appelle
Francis

Govan
Gravelbourg
Grenfell
Gull Lake

Hafford
Hanley
Herbert
Hudson Bay
Humboldt

Imperial
Indian Head
Ituna

Kamsack
Kelvington
Kerrobert
Kindersley
Kinistino
Kipling
Kyle

Lafleche
Lampman
Langenburg
Langham
Lanigan
Lashburn
Leader
Lemberg
Leroy
Lumsden
Luseland

Macklin
Maidstone
Maple Creek
Martensville
Meadow Lake
Midale
Milestone
Moosomin
Morse
Mossbank

Naicam
Nipawin
Nokomis
Norquay

Ogema
Osler
Outlook
Oxbow

Pilot Butte
Ponteix
Porcupine Plain
Preeceville

Qu'Appelle

Radisson
Radville
Raymore
Redvers
Regina Beach
Rocanville
Rockglen
Rosetown
Rose Valley
Rosthern
Rouleau

Saltcoats
Scott
Shaunavon
Shellbrook
Sintaluta
Southey
Spiritwood
Springside
Star City
Stoughton
Strasbourg
Sturgis
St. Walburg

Tisdale
Turtleford

Unity

Vonda

Wadena
Wakaw
Waldheim
Wapella
Warman
Watrous
Watson
Wawota
Whitewood
Wilkie
Willow Bunch
Wolseley
Wynyard

Yellow Grass

Zealandia

Northern Towns

Creighton
La Ronge

Villages

Abbey
Abernethy
Adanac
Admiral
Albertville
Alida
Alsask
Alvena
Aneroid
Annaheim
Antler
Archerwill
Arelee
Arran
Atwater
Avonlea

Aylesbury
Aylsham

Bangor
Beatty
Beechy
Belle Plaine
Benson
Bethune
Birsay
Bjorkdale
Bladworth
Borden
Bounty
Bracken
Bradwell
Briercrest
Brock
Broderick
Brownlee
Buchanan
Buena Vista
Bulyea

Cadillac
Calder
Cando
Canwood
Carievale
Carmichael
Caronport
Carragana
Ceylon
Chamberlain
Chaplin
Christopher Lake
Clavet
Climax
Coderre
Codette
Coleville
Colgate
Conquest
Consul
Craven
Creelman

Dafoe
Debden
Denholm
Denzil
Dilke
Dinsmore
Disley
Dodsland
Dollard
Dorintosh
Domremy
Drake
Drinkwater
Dubuc
Duff
Duval
Dysart

Earl Grey
Ebenezer
Edam
Edenwold
Elbow
Elfros
Elstow
Endeavour
Englefeld
Ernfold
Evesham
Eyebrow

Fairlight
Fenwood
Fife Lake
Fillmore
Findlater
Flaxcombe
Forget
Fosston
Fox Valley
Frobisher
Frontier

Gainsborough
Gerald
Girvin
Gladmar
Glaslyn
Glenavon
Glen Ewen
Glenside
Glentworth
Glidden
Golden Prairie
Goodeve
Goodsoil
Goodwater
Grand Coulee
Grayson
Guernsey

Hague
Halbrite
Handel
Hardy
Harris
Hawarden
Hazenmore
Hazlet
Hepburn
Herschel
Heward
Hodgeville
Holdfast
Hubbard
Hyas

Insinger
Invermay

Jansen
Jedburgh

Keeler
Kelfield
Kelliher
Kenaston
Kenosee Lake
Kendal
Kennedy
Khedive
Killaly
Kincaid
Kinley
Kisbey
Krydor

Laird
Lake Alma
Lake Lenore
Lancer
Landis
Lang
Leask
Lebret
Leoville
Leross
Leslie
Lestock
Liberty
Limerick
Lintlaw
Lipton
Lockwood
Loon Lake
Loreburn
Love
Loverna
Lucky Lake

MacNutt
Macoun
Macrorie
Madison
Major
Makwa
Mankota
Manor
Mantario
Marcelin
Marengo
Margo
Markinch
Marquis
Marsden
Marshall
Maryfield
Maymont
Mazenod
McLean
McTaggart
Meacham
Meath Park
Medstead
Mendham
Meota
Mervin
Meyronne
Middle Lake
Milden
Minton
Mistatim
Montmartre
Mortlach
Muenster

Neilburg
Netherhill
Neudorf
Neville
North Portal

Odessa
Osage

Paddockwood
Palmer
Pangman
Paradise Hill
Parkside
Paynton
Pelly
Pennant
Pense
Penzance
Perdue
Piapot
Pierceland
Pilger
Plato
Pleasantdale
Plenty
Plunkett
Prelate
Primate
Prud'homme
Punnichy

Quill Lake
Quinton

Rabbit Lake
Rama
Rhein
Richard
Richmound
Ridgedale
Riverhurst
Robsart
Roche Percee
Rockhaven
Ruddell
Rush Lake
Ruthilda

Salvador
Sceptre
Sedley
Semans
Senlac
Shackleton
Shamrock
Sheho
Shell Lake
Silton
Simpson
Smeaton
Smiley
Sovereign
Spalding
Speers
Spring Valley
Springwater
Spruce Lake
Spy Hill
St. Benedict
St. Brieux
Stenen
Stewart Valley
St. Gregor
St. Louis
Stockholm
Stornoway
Storthoaks
Strongfield
St. Victor
Success

Tantallon
Tessier
Theodore
Togo
Tompkins
Torquay
Tramping Lake
Tribune
Tugaske
Tuxford

Val Marie
Valparaiso
Vanguard
Vanscoy
Vawn
Veregin
Vibank
Viceroy
Viscount

Waldeck
Waldron
Waseca
Webb
Weekes
Weirdale
Weldon
Welwyn
West Bend
White City
White Fox
Wilcox
Willowbrook
Windhorst
Wiseton
Wishart
Wood Mountain
Woodrow
Wroxton

Yarbo
Yellow Creek
Young

Zelma
Zenon Park

Resort Villages
Alice Beach
Aquadeo
Beaver Flat
Big Shell
Bird's Point
B-Say-Tah
Candle Lake
Chitek Lake
Cochin
Coteau Beach
Echo Bay
Etters Beach
Fort San
Glen Harbour
Grandview Beach
Greig Lake
Kannata Valley
Katepwa Beach
Kivimaa-
Moonlight Bay
Lumsden Beach
Manitou Beach
Melville Beach
Metinota
Mistusinne
North Grove
Pebble Baye
Pelican Pointe
Sandy Beach
Saskatchewan
Beach
Shields
South Lake
Sunset Cove
Sun Valley
Thode
Tobin Lake
Wakaw Lake
Wee Too Beach
West End

Northern Villages
Air Ronge
Beauval
Buffalo Narrows
Cumberland House
Denare Beach
Green Lake
Ile a La Crosse
Jans Bay
La Loche
Pelican Narrows
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Weyakwin
Wollaston Lake